

DPS-0750  
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6 June 1958

MEMORANDUM FOR: Special Assistant to the Director  
for Planning and Development

SUBJECT : Office Assistance

1. For your information, Lucile has been offered and has accepted a job at the top of Grade 6 as an appointments receptionist in the Office of Personnel. Currently this means a reduction in salary from her present rate of about \$430. Whereas the pay raise will allow her to have take-home pay roughly in the order of her going amount, she will, of course, suffer a loss of some \$500 from what she would have had were her grade retained.

2. She left last night for a month's leave at the end of which time she will return here on duty but immediately move to Personnel.

3. You may recall our discussions about the need for a third girl in this office and functions she might perform. In reviewing past experience and possible needs, I would list the following functions and qualifications:

a. Handling of phones in both offices -- we need a reasonably aggressive but polite person, sure and accurate in placing and receiving calls.

b. An adaptable person capable of substituting as a receptionist in both of the offices -- we need a person able to meet visitors and escort them from the receptionist desk downstairs.

c. Typing -- fast and accurate.

d. Filing -- ability to learn the files maintained by Wally and me in our respective duties.

e. Logging -- she may be able to handle logging and packaging for both offices in some degree if not entirely.

f. Stenography -- desirable but not essential.

4. Since it is essential that this girl as well as Claire and Bernie must in part fit into the needs and desires of your office, I think it important that Doris be authorized to recruit and fill this spot in consultation with Claire. Doris has done an excellent job in selecting the existing secretarial staff here, and I would be entirely confident of any selection that she made with Claire's concurrence.

5. Recommendation: That you authorize Doris to proceed in consultation with Claire to recruit a girl to meet the functions outlined in paragraph 3 above to be on duty if possible at the time when Lucile leaves or earlier if that is feasible.



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Office of the Director  
Planning and Development Staff

Recommendation in paragraph 5 is  
APPROVED:

SIGNED

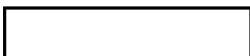
RICHARD M. BISSELL, JR.  
SA/PD/DCI



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1-Forward



2-SA/PD/DCI

3-Chrono